

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF KENTUCKY VACANCY ANNOUNCEMENT - NO. 14-03

POSITION: CASE ADMINISTRATOR **OPENING DATE:** November 9, 2014
GRADE: CL24- CL27 **CLOSING DATE:** November 24, 2014
SALARY RANGE: \$36,038 to \$78,307
LOCATION: UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF KENTUCKY
COVINGTON, KENTUCKY

The Clerk's Office of the U.S. District Court for the Eastern District of Kentucky is accepting resumes for the position of Case Administrator in Covington, Kentucky.

The Case Administrator receives and reviews new case filings and manages the progression of cases in accordance with approved internal controls and procedures. The Case Administrator serves as a records and reproduction clerk and/or case initiation clerk, performs customer service and cashier duties collecting fees as appropriate, and acts as liaison between the court, counsel, litigants, the public and court-related agencies to furnish information within and outside the court. The Case Administrator is responsible for telephone coverage and other general duties as required and reports to the Deputy in Charge.

High school graduation or equivalent required along with 2 years of general clerical or administrative experience and 1 year of specialized work experience in government or private sector, which provided a thorough understanding of office administrative procedures, automated records-keeping systems and organization of a high volume of paper flow. A bachelor's degree in a related field may be substituted for general work experience. Applicants should have general computer skills including a working knowledge of Windows and Adobe Acrobat. Applicants should have excellent communication and interpersonal skills. Applicants must also have a demonstrated ability to apply a body of rules, regulations, directives, or laws with accuracy.

The position is an excepted appointment subject to background investigation and a six-month probation period. Eligible for federal benefits. Submit cover letter, resume, and contact information for three references, and brief salary history by the closing date via email to hr@kyed.uscourts.gov or by mail to:

Human Resources Administrator
United States District Court
Eastern District of Kentucky
101 Barr Street
Lexington, KY 40507

Applicants must be U.S. Citizens or eligible to work in the United States. Employees of the U.S. District Court are "at-will" employees. The Clerk reserves the right to modify the conditions of this vacancy announcement at any time or withdraw it without prior notice. All appointments are subject to mandatory electronic funds transfer for payment of net pay. This position is not eligible for reimbursement of interview travel expenses or relocation expenses. The U.S. District Court for the Eastern District of Kentucky is an equal opportunity employer and values diversity in the workplace. EEO employer.